



# Department of Defense INSTRUCTION

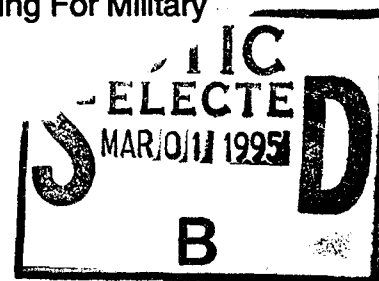
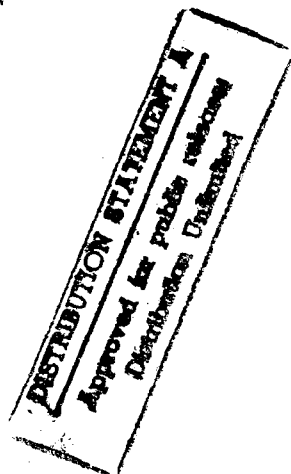
June 29, 1994  
NUMBER 1332.37

USD(P&R)

SUBJECT: Program to Encourage Public and Community Service Employment

References: (a) Sections 4403 and 4462 of Public Law 102-484, "National Defense Authorization Act for Fiscal Year 1993," October 23, 1992

- (b) Section 561 of Public Law 103-160, "National Defense Authorization Act for Fiscal Year 1994," November 10, 1993
- (c) DoD Instruction 1340.19, "Certification of Public and Community Service Employment of Military Retirees," November 17, 1993
- (d) DoD Instruction 1332.36, "Preseparation Counseling For Military Personnel," February 14, 1994
- (e) Section 5532 of Title 5, United States Code
- (f) Section 501 of Title 26, United States Code



## A. PURPOSE

This Instruction implements Section 4462 of reference (a) and Section 561 of reference (b) by establishing policy, assigning responsibilities, and prescribing procedures to:

1. Encourage and assist separating Service members, Service members retiring with 20 or more years of service, DoD civilian personnel leaving the Government, and spouses to enter public and community service employment.
2. Encourage and assist Service members requesting retirement with fewer than 20 years of service to register for public and community service employment.

## B. APPLICABILITY AND SCOPE

This Instruction applies to:

1. The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, and the Defense Agencies (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

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2. All active duty Service members and former members under Section 4462 of reference (a), Section 561 of reference (b), and DoD civilian personnel leaving the Government, and their spouses.

#### C. DEFINITIONS

Terms used in this Instruction are defined in enclosure 1.

#### D. POLICY

It is DoD policy that:

1. All separating Service members and former members shall be encouraged to enter public or community service employment.

2. Service members determined to be eligible by the Secretary of their Military Department for, and who do request retirement with fewer than 20 years of service are required by Pub. L. No. 102-484, Section 4403 (reference (a)) to register for public and community service employment.

a. This registration normally shall take place not earlier than 90 days before retirement or terminal/transition leave.

b. In order to have their military retired pay and Survivor Benefit Plan base amount (if applicable) recomputed in accordance with DoD Instruction 1340.19 (reference (c)), early retirees must be employed with a DoD-registered public and community service organization that provides the services listed in enclosure 1, items 4.a. through 4.l., or that coordinates the provision of services listed in enclosure 1, items 4.a. through 4.l.

3. DoD civilian personnel leaving the Government, their spouses, and spouses of Service members who are seeking employment shall be encouraged to register for public and community service employment.

#### E. RESPONSIBILITIES

1. The Under Secretary of Defense for Personnel and Readiness shall:

a. Monitor compliance with this Instruction.

b. Establish policy and provide guidance on public and community service employment.

c. Provide program information to the public on the Department of Defense's public and community service employment program.

d. Ensure that the Director, Defense Manpower Data Center (DMDC):

(1) Maintains the Public and Community Service Organizational Registry.

(2) Maintains the Public and Community Service Personnel Registry.

e. Decide the status of requests for reconsideration from employers resubmitting their request to be included on the Public and Community Service Organizational Registry, but whose first request was disapproved.

2. The Secretaries of the Military Departments shall:

a. Ensure compliance with this Instruction.

b. Encourage public and community service employment for separating Service members, their spouses, DoD civilian personnel leaving the Government, and their spouses.

c. Coordinate with the Under Secretary of Defense for Personnel and Readiness before promulgating public and community service employment policies and regulations.

#### F. PROCEDURES

1. Military personnel offices shall advise Service members desiring to apply for early retirement that they shall register normally within 90 days of their retirement date, for public and community service (PACS) employment, and refer them to a Transition Assistance Program Counselor for registration.

2. Personnel offices shall advise separating Service members, DoD civilian personnel leaving the Government, and their spouses to contact a Transition Assistance Program Counselor about PACS employment and registration.

3. Transition Assistance Program Counselors shall counsel separating Service members (during preseparation counseling established by reference (d)), DoD civilian personnel leaving the Government, and their spouses on PACS employment. Counselors shall update into the Defense Outplacement Referral System (DORS) database Service members requesting early retirement and other DoD personnel or spouses who request registration. Transition Assistance Program Counselors shall use DD Form 2580, "Operation Transition Department of Defense Outplacement Referral System/Public and Community Service Individual Application" (enclosure 2) to register personnel for PACS employment. In addition, Counselors shall ensure that Service members who are requesting early retirement are advised that:

<input checked="checked" type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
perform SD	
Availability Codes	
Dist	Avail and/or Special
A-1	

For organizations that do not appear to meet the criteria, DMDC shall refer the request to the Transition Support and Services Directorate, Office of the Under Secretary of Defense for Personnel and Readiness. The Transition Support and Services Directorate may consult individually on an ad hoc basis with appropriate agencies to determine whether or not the organization meets the validation criteria. For organizations which are denied approval as a creditable early retirement organization and which request reconsideration, the Transition Support and Services Directorate will forward that request to the next higher level for a final determination. DMDC shall advise organizations of their status.

**G. EFFECTIVE DATE AND IMPLEMENTATION**

This Instruction is effective immediately. Forward two copies of implementing documents to the Under Secretary of Defense for Personnel and Readiness within 120 days.



Edwin Dorn  
Under Secretary of Defense  
(Personnel and Readiness)

**Enclosures - 4**

1. Definitions
2. DD Form 2580, "Operation Transition Department of Defense Outplacement and Referral System/Public and Community Service Individual Application"
3. DD Form 2581, "Operation Transition Employer Registration"
4. DD Form 2581-1, "Public and Community Service Organization Validation"

## DEFINITIONS

1. Community Service Employment. Work in nonprofit organizations that provide or coordinate services listed in definition 4.a. through 4.l., below. "Nonprofit" is defined as having been recognized by the Internal Revenue Service as having a tax-exempt status under 26 U.S.C. 501(c)(3) or 501(c)(4) (reference (e)). These organizations shall not be administered by businesses organized for profit, labor unions, partisan political organizations, or organizations engaged in religious activities, unless such activities are unrelated to religious instructions, worship services, or any form of proselytization.

2. Creditable Early Retirement Public or Community Service Employment for Service Members. Employment in a DoD-registered public and community service organization that provides the services listed in 4.a. through 4.l., below, or that coordinates the provision of the services listed in 4.a. through 4.l. Federal employment shall count toward recomputed military retirement pay and Survivor Benefit Plan base amount for early retirees: however, working in a DoD-registered Federal public service organization may trigger the dual-compensation restrictions of Section 5532 of reference (e). Employment must have occurred between the date of early retirement and the date in which the Service member would have attained 20 years of creditable service for computing retired pay, and he or she must have retired on or after October 23, 1992 and before October 1, 1999.

3. Early Retirement. Retirement from active duty with at least 15 but fewer than 20 years of service, as provided by Pub. L. No. 102-484, Section 4403 (reference (a)).

4. Public and Community Service Organization. Government or private organizations that provide or coordinate the provision of the following services:

- a. Elementary, secondary, or post secondary school teaching or administration.
- b. Support of teachers or school administrators.
- c. Law enforcement.
- d. Public health care.
- e. Social services.
- f. Public safety.
- g. Emergency relief.
- h. Public housing.
- i. Conservation.
- j. Environment.
- k. Job training.
- l. Other public and community service not listed above, but consistent with or related to services described in items 4.a. through items 4.k., above.

5. Public Service Employment. Work in a Federal, state or local government organization which provides or coordinates services listed in items 4.a. through 4.l., above.

6. Separation. Normal separation from active duty or civil service, military retirement with 20 or more years service, release from active military service, and reduction in force.

7. Transition Assistance Program Counselor. A person charged with the responsibility of conducting transition programs. Examples include personnel assigned to family centers, military or civilian personnel offices, unit transition counselors, and as command career counselors.

**OPERATION TRANSITION**  
**DEPARTMENT OF DEFENSE OUTPLACEMENT AND REFERRAL SYSTEM/**  
**PUBLIC AND COMMUNITY SERVICE INDIVIDUAL APPLICATION**

Form Approved  
OMB No. 0704-0324  
Expires Dec 31, 1996

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0324), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES.**  
**RETURN COMPLETED FORM TO YOUR LOCAL MILITARY TRANSITION OFFICE.**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 1143, 1144; EO 9397.

**PRINCIPAL PURPOSE(S):** To assist separating DoD personnel and their spouses in securing employment. Individuals participating in the Defense Outplacement Referral System (DORS) and Public and Community Service Registry will have their employment skills included in a data base designed to link prospective employers with DORS and Public and Community Service applicants.

**ROUTINE USE(S):** To public and private employers (including Federal, State, and local employment agencies and outplacement agencies, public and community service agencies).

**DISCLOSURE:** Voluntary; however, failure to provide all requested information will result in applicant data not being included in the system.

If you are an active duty Servicemember, the following information will be added to your job referral form from your official military personnel records, if available: Rank, Years of Service, Most Recent Primary Occupation, and Branch of Service and Security Clearance. Information on race, ethnic background, sex, age, marital status, and religious preference will not be released to employers. Operation Transition is an equal opportunity program (completion of questions pertaining to the DORS program is voluntary.).

**SECTION I - TO BE FILLED OUT BY ALL APPLICANTS (Print or Type)**

**1. REGISTRATION REQUEST (Check all that apply)**

☐ DORS ONLY

☐ PUBLIC AND COMMUNITY SERVICE ONLY

☒ BOTH

**NAME (Last, First, Middle Initial)**

**2b. SOCIAL SECURITY NUMBER**

**3. DATE AVAILABLE FOR WORK (YYMMDD)**

HAIES, WOODROW

000-00-0000

940701

**4. FILING STATUS (X all that apply)**

**a. MILITARY (Branch of Service)**

**b. SPOUSE OF ACTIVE DUTY MILITARY OR CIVIL SERVICE EMPLOYEE**

**5. U.S. CITIZEN (X one)**

☐ (1) Army ☐ (3) Marine Corps  
☐ (2) Navy ☒ (4) Air Force

**c. CIVIL SERVICE EMPLOYEE**

☒ YES ☐ NO

**6. ADDRESS (For next 6 months) (Street, City, State, Country, and Zip Code) AND TELEPHONE NUMBER (Include Area Code)**

**a. ADDRESS LINE 1**

**f. COUNTRY CODE**

6 ON-LAKE DRIVE

USA

**b. ADDRESS LINE 2**

**g. FOREIGN ZIP CODE**

BRYER'S ADDITION

N/A

**c. CITY**

**h. U.S. TELEPHONE NUMBER**

CUMBERLAND HEAD

(23) 456-7890

**d. STATE**

**e. U.S. ZIP CODE**

**i. FOREIGN TELEPHONE NUMBER**

NY

12901-0005

N/A

**7a. JOB TYPE PREFERENCES (See Instructions for job codes) (Enter one digit per block)**

**b. INCLUDE MAJOR DUTIES ON RESUME? (X one)**

**8. REGIONAL WORK PREFERENCE (See Instructions) (Enter one digit per block)**

**9. SPECIFIC WORK PREFERENCES (Nearest large town or city within commuting distance - does not have to be in region)**

4 6 1 0  
4 2 3 0

☒ Yes  
☐ No

0 1

**a. STATE** **b. CITY**  
(1) N Y PLATTSBURGH  
(2) N Y SARANAC LAKE

**10. HIGHEST EDUCATION LEVEL ACHIEVED (X one)**

☐ a. Non-High School Graduate  
☐ b. High School Graduate or GED  
☐ c. Less than 2 years of college  
☐ d. Associate Degree or equivalent  
☐ e. Less than 4 years of college

☐ f. Bachelor's Degree  
☐ g. Post Bachelor's Degree  
☒ h. Master's Degree  
☐ i. Post Master's Degree  
☐ j. Doctorate Degree

**11. YEAR ACHIEVED**

**12. SUBJECT OF DEGREE (If applicable)**

**13. COLLEGE / UNIVERSITY FROM WHICH DEGREE ACHIEVED (If applicable)**

1988

MA PUBLIC ADMIN

UNIVERSITY OF OKLAHOMA

14. PERSONAL INFORMATION (See Instructions). (Please provide no more than 10 lines (76 spaces per line; maximum of 760 spaces). Database limitations do not permit entering additional personal information.)

S

A

M

SECTION II - SPOUSE  
(Military Member - Go to Section III)

15. SPONSOR DATA

a. NAME (Last, First, Middle Initial)

DD

b. SOCIAL SECURITY NUMBER

16. YOUR JOB HISTORY (See Instructions for job codes) (Enter one digit per block)

a. JOB CODE

b. LENGTH OF TIME JOB HELD

(1) CURRENT JOB


YEARS


MONTHS


(2) PRIOR JOB


YEARS


MONTHS


(3) PRIOR JOB


YEARS


MONTHS


17. HAVE YOU EVER HELD A SUPERVISORY POSITION? (X one)

☐ YES

☐ NO

18. HAVE YOU EVER HELD A SECURITY CLEARANCE? (X one)

☐ YES

☐ NO

L

SECTION III - ALL APPLICANTS MUST READ AND SIGN

19. AUTHORIZATION

I hereby authorize release of the data on this form to civilian agencies and / or private organizations for employment purposes. If I am a civil service employee or an active duty service member, I also authorize the release of data from extracts of my computerized personnel records.

a. SIGNATURE

W. Hanes

b. DATE SIGNED (YYMMDD)

94 0607



# OPERATION TRANSITION DEPARTMENT OF DEFENSE OUTPLACEMENT AND REFERRAL SYSTEM/PUBLIC AND COMMUNITY SERVICE INDIVIDUAL APPLICATION

## DETAILED INSTRUCTIONS

### SECTION I - TO BE FILLED OUT BY ALL APPLICANTS

If you are a service member, complete Items 1 through 14 and Item 19 in their entirety. You do not need to fill out Items 15 through 18. They will be extracted from your personnel records. It is important that you verify the accuracy of these records prior to entering this program to ensure that the information that is put on your resume is accurate. If you are a spouse, you must complete all items on the form.

**Item 1.** Place an X next to the program(s) you wish to register for. If you selected the early retirement option, you must X Public and Community Service or both.

**Item 2a. Name.** Print / type your name, last name first.

**Item 2b. SSN.** Enter your Social Security Number.

**Item 3. Date Available for Work.** Enter the date you will be available for work as year, month, day (YYMMDD). Availability should not be beyond 6 months from the current date.

**Item 4. Filing Status.** Place an X in the box that applies.

**Item 5. Citizenship.** If you are a U.S. citizen, X the YES box. If not, X the NO box.

**Item 6. Address and Telephone Number.** Print/type the address and telephone number where you can be contacted during the next three months.

**Item 7. a. Job Type Preferences.** Enter up to three codes from the Guideline of Standard Occupation Classification (SOC) Codes, FIPS Pub 92, that most closely match(es) the type of job(s) you are seeking/qualified to perform.

b. If you select yes, your primary occupational description will be included in your resume. Select no if you do not want your primary occupational description included.

**Item 8. Regional Work Preference.** Refer to the regional preference list below, and enter the two-digit code for the geographical area in which you are seeking employment.

**REGION 0**  
Only the specific cities selected

**REGION 1**  
Connecticut  
Maine  
Massachusetts  
New Hampshire  
Rhode Island  
Vermont

**REGION 2**  
Delaware  
New Jersey  
New York  
Pennsylvania

**REGION 3**  
District of Columbia  
Maryland  
North Carolina  
South Carolina  
Virginia  
West Virginia

**REGION 4**  
Alabama  
Florida  
Georgia  
Mississippi  
Puerto Rico  
Tennessee  
Virgin Islands

**REGION 5**  
Indiana  
Kentucky  
Michigan  
Ohio

**REGION 6**  
Iowa  
Minnesota  
Montana  
North Dakota  
South Dakota  
Wisconsin

**REGION 7**  
Illinois  
Kansas  
Missouri  
Nebraska

**REGION 8**  
Arkansas  
Louisiana  
Oklahoma  
Texas

**REGION 9**  
Arizona  
Colorado  
Idaho  
Nevada  
New Mexico  
Utah  
Wyoming

**REGION 10**  
California  
Oregon  
Washington

**REGION 11**  
Alaska

**REGION 12**  
American Samoa  
Hawaii  
Guam

**REGION 13**  
Anywhere in the U.S.A.

**REGION 14**  
Outside the U.S.A.

**REGION 15**  
Anywhere

**Item 9. Specific Work Preferences.** Enter your first and second work location preferences. Refer to the list below and enter the two-letter abbreviation for the state and print / type the name of the largest city within commuting distance of where you want to work for your first and second work preferences. These cities do not have to be in the region chosen in Item 8.

STATE	CODE	STATE	CODE	STATE	CODE
Alabama	AL	Kentucky	KY	North Dakota	ND
Alaska	AK	Louisiana	LA	Ohio	OH
Arizona	AZ	Maine	ME	Oklahoma	OK
Arkansas	AR	Maryland	MD	Oregon	OR
California	CA	Massachusetts	MA	Pennsylvania	PA
Colorado	CO	Michigan	MI	Rhode Island	RI
Connecticut	CT	Minnesota	MN	South Carolina	SC
Delaware	DE	Mississippi	MS	South Dakota	SD
District of Columbia	DC	Missouri	MO	Tennessee	TN
Florida	FL	Montana	MT	Texas	TX
Georgia	GA	Nebraska	NE	Utah	UT
Hawaii	HI	Nevada	NV	Vermont	VT
Idaho	ID	New Hampshire	NH	Virginia	VA
Illinois	IL	New Jersey	NJ	Washington	WA
Indiana	IN	New Mexico	NM	West Virginia	WV
Iowa	IA	New York	NY	Wisconsin	WI
Kansas	KS	North Carolina	NC	Wyoming	WY

**Item 10. Highest Education Level Achieved.** X the box which most closely matches your highest education level achieved.

**Item 11. Year Achieved.** Enter the year you achieved Item 10.

**Item 12. Subject of Degree.** Print/type the degree achieved (if applicable) in Item 10 (e.g. BS, Mechanical Engineering; BA, Western Civilization; MS, Physics; etc.).

**Item 13. College/University.** Print/type the name of the college/university where Item 10 was obtained if applicable.

**Item 14. Personal Information.** Print/type in this space any information about yourself you feel would help you obtain a job in the field you are searching. All information in this space will be printed verbatim on your DORS resume. If you are seeking a job in a field other than your primary military duty this information is the most important since it will comprise a majority of your resume. Carefully choose your words and grammar. Examples:

- Fluent in Chinese, Russian and Spanish
- Virginia State licensed electrician
- 14 years experience in personnel management
- Owned personal computer training business, Jones Computer Training
- American Society of Mechanical Engineers member

### SECTION II - SPOUSE

This section is to be completed only by spouses of military and DoD civilians whose personnel files are not kept by the government.

**Item 15. Sponsor Data.**

- Name. Print/type your sponsor's name, last name first.
- SSN. Enter your sponsor's Social Security Number.

**Item 16. Your Job History.**

- Job Codes. Consult the Guideline for Standard Occupational Classification (SOC) Codes, FIPS Pub 92, and enter the job codes that most closely match the previous three jobs you held.
- Length of Time Job Held. Enter the number of years and months the job was held (03 years, 09 months).

**Item 17. Supervisory Experience.** If you have supervisory experience, X the YES box. If not, X the NO box.

**Item 18. Security Clearance.** If you had a security clearance, X the YES box. If not, X the NO box.

### SECTION III

All applicants must sign and date. Turn in the completed form to the transition assistance office.

# OPERATION TRANSITION EMPLOYER REGISTRATION

Form Approved  
OMB No. 0704-0324  
Expires Dec 31, 1996

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0324), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES ABOVE.  
RETURN COMPLETED FORM TO: DMDC, ATTENTION: OPERATION TRANSITION, BOX 100, FORT ORD, CA 93941-0100

1. ORGANIZATION NAME AND ADDRESS (Include 9-digit ZIP Code) GLAS PLY BOATS, INC. 6666 INDUSTRIAL PARK ROAD MARYSVILLE, WA 98370-2000		2. EMPLOYMENT CONTACT ADDRESS (If different from Item 1) (Include 9-digit ZIP Code) SAME	
3. ORGANIZATION CONTACT MS. CATHERINE SMOOT		4. EMPLOYMENT CONTACT (If different from Item 3) SAME	
5. ORGANIZATION TELEPHONE NUMBER (123) 456-7890		6. EMPLOYMENT CONTACT TELEPHONE NUMBER (If different from Item 5) SAME	
7. FAX TELEPHONE NUMBER (123) 456-0987		8. FAX ROUTING ADDRESS GLAS PLY PERSONNEL DIVISION ATTN: MS. SMOOT	
9. HOW DID YOU HEAR ABOUT OPERATION TRANSITION? NEW EMPLOYEE		10. IS YOUR ORGANIZATION A (Check one) <input checked="" type="checkbox"/> a. Private Sector Employer <input type="checkbox"/> b. Public or Community Service Employer	
11. TYPES AND LOCATIONS OF POSITIONS IN ORGANIZATION LIKELY TO BE AVAILABLE (Briefly describe) FIBERGLASS LAY-UP TECHNICIANS, CARPENTERS, BOAT CAPTAINS ("6-PACK" LICENSED), TEST DRIVERS, MECHANICS (GASOLINE, DIESEL), GRAPHIC DESIGNERS, MARINE ARCHITECTS.			
12. PROCEDURES FOR APPLYING FOR AVAILABLE POSITIONS (Please indicate if you do not wish to receive unsolicited resumes) CALL FOR APPLICATION AND INFORMATION. BE PREPARED TO DESCRIBE THE TYPE OF JOB YOU ARE INTERESTED IN SO WE CAN SEND YOU THE RIGHT APPLICATION FORM!			
13a. SIZE OF ORGANIZATION 3,000		13b. MAJOR FUNCTION/BUSINESS ACTIVITY OF ORGANIZATION DESIGNING, BUILDING, SELLING BOATS	
14a. IS YOUR ORGANIZATION INVOLVED IN (Check applicable block(s))		14b. ARE YOUR POSITION(S)	
(1) Placement Services		(1) Commission only	
(2) Direct Marketing		(2) Salary only	
(3) Multi-level Marketing		(3) Combination of commission and salary	
(4) Franchise Operations		(1) YES (2) NO	
(5) None of the above		(3) IF YES, SPECIFY AMOUNT \$25,000 - 95,000	
15. AGREEMENT I understand this agreement covers the use of Operation Transition automated systems including the Defense Outplacement Referral System (DORS), the Public and Community Service (PACS) Personnel Registry, and the Transition Bulletin Board (TBB). I hereby agree to use the DORS and PACS Personnel Registry only for employment purposes at no charge to the individual. I also agree not to use the DORS and PACS Personnel Registry to develop mailing lists or to promote business opportunities such as franchise or direct or multi-level marketing operations. I certify that the information provided is true, accurate, and complete. I acknowledge that any false statement may be punishable pursuant to Title 18 U.S.C. Section 1001.			
16. SIGNATURE Catherine Smoot		17. DATE (YYMMDD) 940607	
GOVERNMENT USE ONLY			
18. REGISTRATION NUMBER		19. CLERK	
		20. DATE (YYMMDD)	

INSTRUCTIONS FOR COMPLETING DD FORM 2581

**1. ORGANIZATION NAME AND ADDRESS.** Enter your organization name and address exactly as you would like it to appear on information mailed to you. P.O. Boxes not preferred.

**2. EMPLOYMENT CONTACT ADDRESS.** Enter the address of your Human Resources Department (*if different from item 1*).

**3. ORGANIZATION CONTACT.** Enter the name of the individual who will serve as organizational contact to Operation Transition.

**4. EMPLOYMENT CONTACT.** Enter the name of an individual in your Human Resources Department who can answer specific questions on employment and positions available (*if different from item 3*).

**5. ORGANIZATION TELEPHONE NUMBER.** Enter the area code and telephone number for your organization. Please enter a direct line or voice mail, if available.

**6. EMPLOYMENT CONTACT TELEPHONE NUMBER.** Enter the area code and telephone number for your employment contact (*if different from item 5*). Please enter a direct line or voice mail, if available.

**7. FAX TELEPHONE NUMBER.** Enter the area code and telephone number of your FAX machine.

**8. FAX ROUTING ADDRESS.** Enter any additional information that may be needed on the FAX cover sheet.

**9. HOW DID YOU HEAR ABOUT OPERATION TRANSITION.** List the source(s) where you first heard about Operation Transition.

**10. IS YOUR ORGANIZATION A...** Check the appropriate box: a. Private Sector employers are those who operate on a "for profit" basis. b. Public Service Employers are local, state, or federal governmental entities. Community Service Employers are certified non-profit organizations or associations.

**11. TYPES AND LOCATIONS OF POSITIONS IN ORGANIZATION LIKELY TO BE AVAILABLE.** Briefly describe the positions (*job types or titles*) and the location of the positions which may be available for employment referrals.

**12. PROCEDURES FOR APPLYING FOR AVAILABLE POSITIONS.** Briefly describe how the applicants should apply for available positions.

**13a. SIZE OF ORGANIZATION.** Briefly describe size (*number of personnel, branch offices, etc.*) of your organization.

**13b. MAJOR FUNCTION/BUSINESS ACTIVITY OF ORGANIZATION.** Briefly describe the major business activities (*financial consulting, food processing, etc.*) of your organization.

**14a. IS YOUR ORGANIZATION INVOLVED IN...** Please indicate if your organization is involved in these activities. Specific services are available. If none of the above applies check box "5."

**14b. ARE YOUR POSITION(S)...** Indicate if the compensation for these positions is commission only, salary only, or commission and salary combined.

**14c. IS AN INVESTMENT OR FEE NECESSARY.** Indicate if acceptance of the position requires a monetary outlay by the applicant. This includes: membership fees, agency fees, start-up kits, inventory investments, or tuition. If yes, specify the amount the applicant would be expected to pay.

**15. AGREEMENT.** Your signature in item 16 indicates acceptance of the agreement in this item.

Please make certain that all items above have been completed in their entirety. Sign and date the form in items 16 and 17.

**MAIL OR FAX THE COMPLETED FORM TO:**

DMDC  
ATTENTION: Operation Transition  
Box 100  
Fort Ord, CA 93941-0100  
FAX: (408) 656-2132

**PUBLIC AND COMMUNITY SERVICE ORGANIZATION VALIDATION**

Form Approved  
OMB No. 0704-0324  
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**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES ABOVE.**  
**RETURN COMPLETED FORM TO: DMDC, ATTN: OPERATION TRANSITION, BOX 100, FORT ORD, CA 93941-0100**

1. NAME OF ORGANIZATION <b>SARANAC LAKE ELEMENTARY SCHOOL</b>	2. ADDRESS OF ORGANIZATION (Include Room/Suite Number and 9-digit ZIP Code) <b>75 LAKE FLOWER AVENUE SARANAC LAKE, NY 12983-0009</b>
3. POINT OF CONTACT FOR ORGANIZATION <b>MS. CAROL O'GARA</b>	
4. POINT OF CONTACT TELEPHONE NUMBER (Include Area Code) <b>(123) 456-7890</b>	

5. PRIMARY SERVICE CATEGORY (IES) (If your primary service category is not used, go to Item 6)			
<input checked="" type="checkbox"/> a. ELEMENTARY, SECONDARY, OR POSTSECONDARY SCHOOL TEACHING OR SCHOOL ADMINISTRATION			
<input checked="" type="checkbox"/> b. SUPPORT OF ELEMENTARY, SECONDARY, OR POSTSECONDARY SCHOOL TEACHING OR SCHOOL ADMINISTRATION			
<input type="checkbox"/> c. SOCIAL SERVICES	<input type="checkbox"/> d. PUBLIC HEALTH CARE	<input type="checkbox"/> e. LAW ENFORCEMENT	
<input type="checkbox"/> f. PUBLIC HOUSING	<input type="checkbox"/> g. PUBLIC SAFETY	<input type="checkbox"/> h. CONSERVATION	
<input type="checkbox"/> i. EMERGENCY MANAGEMENT	<input type="checkbox"/> j. ENVIRONMENT	<input type="checkbox"/> k. JOB TRAINING	

6. IF YOUR ORGANIZATION PROVIDES PRIMARY FUNCTIONS OTHER THAN THOSE LISTED IN ITEM 5, BRIEFLY DESCRIBE THESE MAJOR FUNCTIONS. <b>NONE</b>
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7. TYPE OF SERVICE	
<input checked="" type="checkbox"/> a. PUBLIC (Federal, State, or Local Government - go to Item 8)	<b>P</b>
<input type="checkbox"/> b. COMMUNITY (Non-profit Organization or Association - go to Item 9)	
8. PUBLIC SERVICE HEADQUARTERS AGENCY	
a. ORGANIZATION NAME AND ADDRESS (Include 9-digit ZIP Code) <b>SARANAC LAKE SCHOOL DISTRICT 1505 PETROVA AVENUE SARANAC LAKE, NY 12983-1000</b>	b. HEADQUARTERS POINT OF CONTACT AND POSITION <b>DR. RITA OFFICER, SUPERINTENDENT</b>
	c. TELEPHONE NUMBER FOR POINT OF CONTACT (Include Area Code) <b>(123) 456-8790</b>

9. COMMUNITY SERVICE / NON-PROFIT ORGANIZATION	
IMPORTANT: Please attach a copy of the IRS Letter of Determination indicating your organization has received IRS 501 (C) (3) tax-exempt status. Also include a copy of your organization's annual report, mission statement, or other documentation of its function. Indicate below if your organization is affiliated with the United Way, Combined Federal Campaign or some other non-profit association.	
a. AFFILIATE NAME AND ADDRESS (Include 9-digit ZIP Code)	b. AFFILIATE POINT OF CONTACT AND POSITION
	c. TELEPHONE NUMBER FOR POINT OF CONTACT (Include Area Code)

10. AGREEMENT		
I understand this form provides information to help the Department of Defense establish a Public and Community Service organizational registry which will be accessible to departing Service members. I also understand certain individuals may receive additional entitlements based on the information specified in Public Law 102-484. I certify the information provided is true, accurate, and complete. I acknowledge that any false statement may be punishable pursuant to Title 18 U.S.C. Section 1001.		
a. NAME AND TITLE (Please print or type) <b>CAROL O'GARA</b>	b. SIGNATURE <b>Carol O'Gara</b>	c. DATE (YYMMDD) <b>940607</b>

# INSTRUCTIONS FOR COMPLETING DD FORM 2581-1

This form collects information to be used to certify an organization on the Public and Community Service Organization Registry under the provisions of Section 4462 of Public Law 102-484.

Public service organizations are defined as federal, state, or local governmental entities.

Community service organizations are non-profit organizations or associations which provide or coordinate the delivery of services in the public interest. Organizations affiliated with the United Way or Combined Federal Campaign presumptively qualify as community service organizations.

Organizations involved in the following activities will not be considered public or community service organizations:

- (1) Businesses organized for profit;
- (2) Labor unions;
- (3) Partisan political organizations; and
- (4) Organizations engaged in religious activities, unless such activities are unrelated to religious instruction, worship services, or any form of proselytization.

Public Law 102-484 also provides that certain members of the military services retiring early from active duty receive additional military retirement credits by working in public or community service organizations. To receive this credit, the retiree's employing organization must be on the Public and Community Service Organization Registry and have as its primary function(s) one or more of the following categories of public or community service:

- a. Elementary, secondary, or postsecondary school teaching or school administration.
- b. Support of elementary, secondary, postsecondary school teaching or school administration.
- c. Social services
- d. Public health care
- e. Law enforcement
- f. Public housing
- g. Public safety
- h. Conservation
- i. Emergency management
- j. Environment
- k. Job training

## ALL ITEMS MUST BE COMPLETED

**1. NAME OF ORGANIZATION.** Print or type the name of your organization. Please be specific. For example, if the police department of the city of Oakdale is registering, use "Oakdale Police Department" as the organization instead of the "City of Oakdale."

**2. ADDRESS OF ORGANIZATION.** Enter the address of your organization exactly as you would like it to appear on information mailed to you. Please avoid P.O. Boxes when possible.

**3. POINT OF CONTACT FOR ORGANIZATION.** Provide the name and job title of a person who can answer specific questions about the organization.

**4. POINT OF CONTACT TELEPHONE NUMBER.** Enter the area code and telephone number for the point of contact. Please enter a direct line or voice mail extension if available.

**5. PRIMARY SERVICE CATEGORY (IES).** Select the category that represents the core mission of your organization or department. If you provide primary services in two or more of the categories, select all applicable categories. As discussed above, the organization's primary functions must be in one or more of the listed categories (5a - 5k) for a military retiree to be eligible for additional retirement credit. If your primary service category is not listed, go to Item 6.

**6. ORGANIZATION FUNCTIONS.** If your organization provides primary services in categories other than 5a-5k, briefly describe those function(s).

**7. TYPE OF SERVICE.** Indicate whether your organization provides public or community service by checking the appropriate block. Public service refers to federal, state, local government organizations or agencies. Community service refers to certified nonprofit organizations or associations.

**8. PUBLIC SERVICE HEADQUARTERS AGENCY.** If public service, provide the name and address of the organization, if any, to which your organization reports. Include the name, job title, and telephone number of a person who can answer specific questions about the headquarters organization.

**9. COMMUNITY SERVICE / NON-PROFIT ORGANIZATION.** If a community service organization, attach a copy of the IRS Letter of Determination indicating that your organization has received IRS 501 (C)(3) tax-exempt status. A community service organization will NOT be validated without the Letter of Determination. Also include a copy of your organization's annual report or mission statement or attach other documentation about your organization's functions.

Provide the name and address of the organization, if any, to which your organization reports or with which it is affiliated. Provide the name, job title, and telephone number of a person who can answer specific questions about the headquarters affiliate.

**10. AGREEMENT.** Completion of this section and a signature by an organization's representative attests to the information's accuracy and completeness. Mail or fax the completed form to:

DMDC  
ATTN: OPERATION TRANSITION  
Box 100  
Ft. Ord, CA 93941-0100

FAX: (408) 656-2132

Please call the Defense Manpower Data Center (DMDC) Help Desk at 1-800-724-3677 between the hours of 6 AM and 6 PM Pacific time if you have questions or need assistance with this form.

Community service organizations - Remember to attach a copy of your IRS Letter of Determination and an annual report or mission statement.

# DEPARTMENT OF DEFENSE

## DIRECTIVES SYSTEM TRANSMITTAL

NUMBER  
1332.37, June 29, 1994  
(Correction)

DATE  
August 5, 1994

DISTRIBUTION  
1000 series

### ATTACHMENTS

2 Pages

### INSTRUCTIONS FOR RECIPIENTS

#### CORRECTION

Page 4 of DoD Instruction 1332.37, "Program to Encourage Public and Community Service Employment," June 29, 1994, was omitted inadvertently.

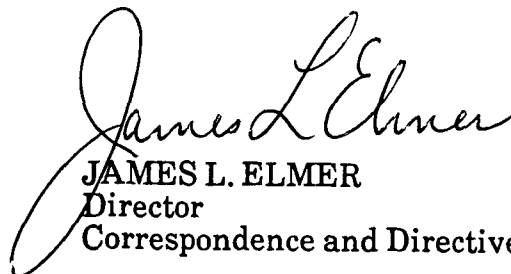
#### PAGE CHANGE

Remove: Page 3

Insert: Attached replacement pages 3 and 4

#### EFFECTIVE DATE

The above correction is effective immediately.

  
JAMES L. ELMER  
Director  
Correspondence and Directives

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

d. Ensure that the Director, Defense Manpower Data Center (DMDC):

(1) Maintains the Public and Community Service Organizational Registry.

(2) Maintains the Public and Community Service Personnel Registry.

e. Decide the status of requests for reconsideration from employers resubmitting their request to be included on the Public and Community Service Organizational Registry, but whose first request was disapproved.

2. The Secretaries of the Military Departments shall:

a. Ensure compliance with this Instruction.

b. Encourage public and community service employment for separating Service members, their spouses, DoD civilian personnel leaving the Government, and their spouses.

c. Coordinate with the Under Secretary of Defense for Personnel and Readiness before promulgating public and community service employment policies and regulations.

#### F. PROCEDURES

1. Military personnel offices shall advise Service members desiring to apply for early retirement that they shall register normally within 90 days of their retirement date, for public and community service (PACS) employment, and refer them to a Transition Assistance Program Counselor for registration.

2. Personnel offices shall advise separating Service members, DoD civilian personnel leaving the Government, and their spouses to contact a Transition Assistance Program Counselor about PACS employment and registration.

3. Transition Assistance Program Counselors shall counsel separating Service members (during preseparation counseling established by reference (d)), DoD civilian personnel leaving the Government, and their spouses on PACS employment. Counselors shall update into the Defense Outplacement Referral System (DORS) database Service members requesting early retirement and other DoD personnel or spouses who request registration. Transition Assistance Program Counselors shall use DD Form 2580, "Operation Transition Department of Defense Outplacement Referral System/Public and Community Service Individual Application" (enclosure 2) to register personnel for PACS employment. In addition, Counselors shall ensure that Service members who are requesting early retirement are advised that:

a. Registering for PACS is a requirement for consummation of their early retirement under Pub. L. No. 102-484, Section 4403 (reference (a)) or Section 561 of Pub. L. No. 103-160 (reference (b)).

b. Early retirees must provide a copy of their confirmation DORS mini-resume to their servicing military personnel office for filing in their Service record before their final retirement processing.

c. Subsequent PACS employment is encouraged but not required.

d. Working in a Federal public service organization may subject him or her to dual-compensation restrictions of 5 U.S.C. 5532 (reference (e)).

e. DoD-approved PACS employment qualifies the Service member who is retired under Pub. L. No. 102-484, Section 4403 (reference (a)) or Pub. L. No. 103-160 (reference (b)) for increased retired pay effective on the first day of the first month beginning after the date on which the member or former member attains 62 years of age. The former Service member must have worked in DoD-approved PACS employment between the date of early retirement and the date in which he or she would have attained 20 years of creditable service for computing retired pay, and have retired on or after October 23, 1992 and before October 1, 1999.

f. It is the early retiree's responsibility to ensure that the DMDC is advised when the early retiree's PACS employment starts, and of any subsequent changes.

4. Military personnel offices shall ensure a copy of the confirmation DORS mini-resume is filed in the permanent document section of the Service record of Service members who retire early.

5. DMDC shall maintain the PACS Personnel Registry, which includes information on the particular job skills, qualifications, and experience of registered personnel.

6. DMDC shall maintain the PACS Organizational Registry, which includes information regarding each organization, including its location, size, types of public or community service positions in the organization, points of contact, procedures for applying for such positions, and a description of each position that is likely to be available.

7. Public and community service organizations shall use DD Form 2581, "Operation Transition Employer Registration" (enclosure 3) and DD Form 2581-1, "Public and Community Service Organization Validation" (enclosure 4) to request registration on the PACS Organizational Registry. Instructions on how to complete the forms and where to send them are on the forms.

8. DMDC shall register those organizations meeting the definition of a public or community service organization and include them on the PACS Organizational Registry.